

CHECKLIST FOR NON-LAWYERS FOR CASES INVOLVING MINOR CHILDREN

I. If your domestic case involves minor children, you MUST have these items completed BEFORE your court date; otherwise your case will be delayed or continued. If you have questions, you may want to speak to an attorney.

PARENTING SEMINAR

Have both parties completed the parenting seminar?

In any matter involving child custody, parents residing in Georgia MUST attend the parenting class, Navigating Family Change: A Parenting Seminar. For more information, please contact the Administrative Office of the Courts at 770-822-8195 or see

<http://www.gwinnettcourts.com/court-programs/parenting-seminar.aspx>.

Out-of-state parents may complete the on-line Parenting class at

<http://www.onlineparentclass.com>.

CHILD SUPPORT WORKSHEET

Have you completed the Child Support Worksheet?

Each parent shall submit a Child Support Worksheet. Your case cannot be heard if you have not submitted the worksheet.

See: <http://www.georgiacourts.org/csc>

DO NOT submit the worksheet electronically. Print a hard copy and file it with the Clerk..

II. If your domestic case involving minor children is settled, YOU MUST submit the following on or before your court date in order to finalize your case:

SETTLEMENT AGREEMENT

Have the parties reached an agreement as to the issues of the case?

If the case is settled, the agreement must be in writing, signed by both parties in front of a notary and filed with the court. See: <http://www.legalaid-ga.org>, Family Law & Domestic, Gwinnett County Family Law Clinic Forms, Alphabetical List of every document, Settlement Agreement with Minor Children.

If an agreement has not been filed, or is not signed by both parties, the case will be placed on a contested calendar.

CHILD SUPPORT ADDENDUM

Have you completed the Child Support Addendum?

See www.gwinnettcourts.com Superior Court forms form 11

Your Addendum should include:

Medical Coverage

Have you decided who will be responsible for providing health insurance for the child(ren) and who will be responsible for paying uncovered healthcare expenses?

Life Insurance

Will either parent provide life insurance for the child(ren) and if so, in what amount?

PARENTING PLAN

Have you submitted a parenting plan?

Parties shall jointly submit a parenting plan.

The Parenting Plan is required in final orders on all cases involving child custody.